UNITED STATES GC   INMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and
            Candy-Stripe Badges for 11 February

From : Chief, Headquarters Security Branch, PSD/OS
         Chief, Receptionist

DATE OF MESSAGE	ROUTING SYMBOL
8 Feb 83	

SIGNATURE OF ORIGINATOR   STAT

Secretary to D/ODP

FOLD ———————————————— FOLD

INITIAL MESSAGE

1. Listed below are visitors coming to Headquarters for a meeting with
         D/ODP, on Friday, 11 February 1983 at 2:00PM in rm. 2D00.

STAT

NAME	COMPANY
	NBI
	NBI

STAT

2. Parking: VIP Visitor Parking Lot in front of main entrance.

3. Badges: Please issue candy-stripe badges, call _____ for escort.

STAT

4. Thank you.   **REPLY MESSAGE**

                (PURPOSE: TO MEET; SOME INVENTORY IN TERMS OF WORD PROCESSING
                           EQUIP.; WHAT DIRECTION HE WANTS TO TAKE.ETC.)

DIST:
    Orig - C/HSB/PSD/OS
       1 - C/Receptionist
       1 - ODP/LIAISON:Private Industry (General)
       1 - ODP/XXXXXXXX EQUIP&SUPS:Word Processing
       1 - ODP/SECURITY:General

DATE OF REPLY	ROUTING SYMBOL

SIGNATURE OF REPLIER   STAT

To : _____
        O/D/ODP
        2D00 Hq Bldg

TITLE OF REPLIER

5027-106   **2. TO BE RETURNED TO ORIGINATOR** *(Receiver)*

OPTIONAL FORM 27 (Rev. 7-77)
GSA FPMR (41 CFR) 101-11.6